

5 OCT 1954

MEMORANDUM FOR: Deputy Assistant Director for Personnel

SUBJECT: Transmittal Letter for Fitness Report Questionnaires

1. The attached letter has been prepared to accompany initial listings of employees for whom Fitness Reports are required as a means of informing the heads of operating elements concerning the Fitness Report questionnaire. It is estimated that this transmittal will be required during the first two months of operation under this new program.

2. The Processing and Records Division concurs in this procedure. Subject to your approval, it is proposed that the attached letter be prepared in final reproduction copy for signature by the Assistant Director for Personnel.

Signed

25X1A

Chief, Planning and Analysis Staff

25X1A

Attachment

PAS [redacted] ph (4 Oct 54)

Distribution:

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